

ILLUSTRATIVE AUDITOR'S REPORTS

The following illustrations of audit reports are intended for information purposes to provide general assistance to the auditor. These reports are issued for an unqualified opinion. If the auditor finds it necessary to issue an opinion other than unqualified, reference should be made to the appropriate Statements on Auditing Standards (SAS) as noted below. If the auditor issues an opinion on the county's financial statements as part of a Single Audit, reference should be made to SAS 58 (Reports on Audited Financial Statements) (Appendix A). If the auditor conducts an audit of grant activities and issues an opinion on the Statement of Grant Revenues and Expenditures, then SAS 62 (Special Reports) is to be used as shown in Appendix A-1. In addition to the financial opinion, the auditor must also issue reports on the internal control structure (Appendix B) and on compliance with laws, regulations and grant contract requirements (Appendix C), in accordance with SAS 74 (Compliance Auditing Applicable to Governmental Entities and Other Recipients of Governmental Financial Assistance).

APPENDIX A INDEPENDENT AUDITOR'S REPORT (SINGLE AUDIT)

APPENDIX A-1 INDEPENDENT AUDITOR'S REPORT (SPECIAL REPORT)

APPENDIX B INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE

APPENDIX C INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
LAWS, REGULATIONS, AND GRANT CONTRACT
REQUIREMENTS

(SAS 58 Report to be used for a Single Audit)

APPENDIX A

(INDEPENDENT AUDITOR'S LETTERHEAD)

Board of Supervisors
Y County
1 000 X Street
Y, CA 12345

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying _____
of Y County for the period _____ through _____. These statements are the
responsibility of the Y County management. Our responsibility is to express an opinion on these
financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and
Government Auditing Standards, issued by the Comptroller General of the United States. Those
standards require that we plan and perform the audit to obtain reasonable assurance about
whether the financial statements are free of material misstatement. An audit includes examining,
on a test basis, evidence supporting the amounts and disclosures in the financial statements. An
audit also includes assessing the accounting principles used and significant estimates made by
management, as well as evaluating the overall financial statement presentation. We believe that
our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above presents fairly, in all material respects,
the
_____ of Y county for the period _____ through _____ in
conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements
taken as a whole. The supplemental schedules are presented for purposes of additional analysis
and are not a required part of the basic financial statements. Such information has been
subjected to the auditing procedures applied in the audit of the basic financial statements and, in
our opinion, is fairly stated in all material respects in relation to the basic financial statements
taken as a whole.

AUDITOR'S SIGNATURE: _____

DATE: _____

(INDEPENDENT AUDITOR'S LETTERHEAD)

Board of Supervisors
Y County
1 000 X Street
Y, CA 12345

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying Statement of Grant Revenue and Expenditures of Y County in accordance with the State of California's Board of Corrections' Juvenile Crime Enforcement and Accountability Challenge Grant II Contract No. _____ for the period _____ through _____. This statement is the responsibility of the Y County management. Our responsibility is to express an opinion on the Statement of Grant Revenue and Expenditures based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Statement of Grant Revenue and Expenditures is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Statement of Grant Revenue and Expenditures was prepared for the purpose of complying with the audit requirements of the State of California's Board of Corrections' Juvenile Crime Enforcement and Accountability Challenge Grant Contract No. _____ as described in Note 1 and is not intended to be a complete presentation of the County's revenues and expenditures.

In our opinion, the Statement of Grant Revenue and Expenditures referred to above presents fairly, in all material respects, the grant revenues and expenditures of Y County in accordance with the State of California's Board of Corrections' Juvenile Crime Enforcement and Accountability Challenge Grant II Contract No. ____ for the period _____ through _____ in conformity with generally accepted accounting principles. In accordance with Government Auditing Standards, we have also issued a report dated _____ on our consideration of the County's internal controls, and a report dated _____ on the compliance with applicable laws, regulations, and grant contract requirements.

Our audit was conducted for the purpose of forming an opinion on the Statement of Grant Revenues and Expenditures taken as a whole. The supplemental schedules are presented for purposes of additional analysis and are not a required part of the Statement of Grant Revenue and

Expenditures. Such information has been subjected to the auditing procedures applied in the audit of the Statement of Grant Revenue and Expenditures and, in our opinion, is fairly stated in all material respects in relation to the Statement of Grant Revenue and Expenditures taken as a whole.

This report is intended for the information and use of the management of Y County and the State of California's Board of Corrections. However, this report is a matter of public record and its distribution is not limited.

AUDITOR'S SIGNATURE: _____ DATE: _____

APPENDIX B

(INDEPENDENT AUDITOR'S LETTERHEAD)

Board of Supervisors
Y County
1 000 X Street
Y, CA 12345

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE

We have audited the Statement of Grant Revenues and Expenditures of Y County in accordance with the State of California's Board of Corrections' Juvenile Crime Enforcement and Accountability Challenge Grant II Contract No. _____ for the period through _____, and have issued our report thereon dated _____.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Controller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance as to whether the Statement of Grant Revenue and Expenditures is free of material misstatement.

County management is responsible for establishing and maintaining internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in internal controls, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the controls to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the county's statement of Grant Revenues and Expenditures in accordance with the State of California's Board of Corrections' Juvenile Crime Enforcement and Accountability Challenge Grant II Contract No. _____ for the period _____ through _____, we obtained an understanding of the county's internal controls. This understanding included the design of relevant policies and procedures, and whether they have been placed in operation; furthermore, we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide an opinion on the internal controls. Accordingly, we do not express such an opinion.

Our consideration of the internal controls would not necessarily disclose all matters that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal controls and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of the County's management and the California Board of Corrections. However, this report is a matter of public record and its distribution is not limited.

AUDITOR'S SIGNATURE: _____

DATE: _____

APPENDIX C

(INDEPENDENT AUDITOR'S LETTERHEAD)

Toni Hafey, Deputy Director
Corrections Planning and Programs Division
California Board of Corrections
600 Bercut Drive
Sacramento, CA 95814

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH LAWS, REGULATIONS, AND GRANT CONTRACT REQUIREMENTS

We have audited the Statement of Grant Revenues and Expenditures of Y County in accordance with the State of California's Board of Corrections' Juvenile Crime Enforcement and Accountability Challenge Grant II Contract No. _____ for the period _____ through _____, and have issued our report thereon dated _____.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Statement of Grant Revenues and Expenditures is free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the County is the responsibility of Y County's management. As part of obtaining reasonable assurance as to whether the financial statement is free of material misstatement, we performed tests of County compliance with certain provisions of laws, regulations, contract requirements. However, the objective of our audit of the Statement of Grant Revenue and Expenditures was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests indicate that, with respect to the items tested, the County complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the County had not complied, in all material respects, with those provisions.

AUDITOR'S SIGNATURE: _____

DATE: _____

ILLUSTRATIVE FINANCIAL STATEMENT AND SCHEDULES

The following illustrations of schedules are intended for the information purposes to provide general assistance to the auditor. They represent the minimum financial information, which must be included in the audit report. The format and layout of these schedules are optional. However, the information included in the schedules is required. If a schedule is non-applicable, the auditor should indicate this in the audit report. The illustrations that follow are not intended to be all inclusive. The auditor performing the audit should make professional judgments and determinations of any additional information, which should be included in the report.

Basic Financial Statement

APPENDIX D - STATEMENT OF GRANT REVENUES AND EXPENDITURES

Supplemental Information

APPENDIX E - SCHEDULE OF MATCHING FUND REQUIREMENTS

APPENDIX F - SCHEDULE OF ELIGIBLE COSTS, BUDGET TO ACTUAL

APPENDIX G - SCHEDULE OF ELIGIBLE PROJECT COSTS

APPENDIX H - SCHEDULE OF DISALLOWED COSTS

The Board, in conjunction with the State of California Department of Finance, Office of State Audits and Evaluations, developed an audit checklist to help counties prepare for an audit. Counties are encouraged to review this checklist to ensure adequate financial procedures are in place to meet Board auditing requirements and standards.

APPENDIX I - AUDIT DOCUMENTATION CHECKLIST

APPENDIX J - LEGISLATION

APPENDIX D

**Y COUNTY
JUVENILE CRIME ENFORCEMENT &
ACCOUNTABILITY CHALLENGE GRANT II PROGRAM
STATEMENT OF GRANT REVENUES AND EXPENDITURES**

GRANT PERIOD: FROM _____ TO _____

Revenues:

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____

\$

\$_____

\$_____

Total Revenues:**Expenditures:**

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____

\$_____

Total Expenditures:

Excess of Revenues over Expenditures:

\$_____

The accompanying notes are an integral part of this statement

APPENDIX E

COUNTY NAME _____

**JUVENILE CRIME ENFORCEMENT &
ACCOUNTABILITY CHALLENGE GRANT II PROGRAM
SCHEDULE OF MATCHING FUND REQUIREMENTS**

GRANT PERIOD: FROM _____ TO _____

Y County	BUDGET	AMOUNT	PERCENT
In-Kind Match (List by Category from Grant Contract)	\$_____	\$_____	_____
Cash Match (List by Category from Grant Contract)	\$_____	\$_____	_____
Total Matching Funds	(_____)		
State of California Total State Funds	\$_____	\$_____	_____
Total State Funds	\$_____	\$_____	100%

APPENDIX F

COUNTY NAME: _____

**JUVENILE CRIME ENFORCEMENT &
ACCOUNTABILITY CHALLENGE GRANT II PROGRAM
SCHEDULE OF ELIGIBLE COSTS
BUDGET TO ACTUAL**

GRANT PERIOD: FROM: _____ TO _____

BUDGET LINE ITEM	BUDGET	EXPENDITURES	(OVER)/UNDER
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____

APPENDIX G

COUNTY NAME: _____

**JUVENILE CRIME ENFORCEMENT &
ACCOUNTABILITY CHALLENGE GRANT II PROGRAM
SCHEDULE OF ELIGIBLE PROJECT COSTS**

GRANT PERIOD: FROM _____ TO _____

BUDGET LINE ITEM	STATE COSTS CLAIMED	Costs Claimed for			TOTAL
		CASH MATCH	IN-KIND MATCH	OTHER COSTS	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

COUNTY NAME_____

JUVENILE CRIME ENFORCEMENT &
ACCOUNTABILITY CHALLENGE GRANT II PROGRAM
SCHEDULE OF DISALLOWED COSTS (STATE FUNDS)

GRANT PERIOD: FROM _____ TO_____

BUDGET LINE ITEM	TOTAL COSTS CLAIMED	COSTS ACCEPTED	RECOMMENDED DISALLOWANCES
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____

**JUVENILE CRIME ENFORCEMENT &
ACCOUNTABILITY CHALLENGE GRANT I & II
AUDIT DOCUMENTATION CHECKLIST**

County Name: _____

Chief Probation Officer: _____

Grant Contract No.: _____

Grant Contract Period: _____

Project Name: _____

Grant Contract Amount: _____

Project Manager: _____

Project Financial Officer: _____

Project Contact Person: _____

Checklist completed by: _____ Date: _____

The purpose of this checklist is to assist counties in determining if they are maintaining an adequate audit trail. The checklist is based on the following: (1) generally accepted auditing standards, (2) *Government Auditing Standards*, and (3) *Juvenile Crime Enforcement and Accountability Challenge Grant Audit Guides for (Challenge I and II)*.

Because each contract is slightly different, this checklist is merely a guide that covers general audit areas. All questions in the checklist have been designed to show a “YES” or “N/A” for favorable responses. **(Reminder: All “N/A” responses require an explanation.)** If additional space is needed for explanations, use the space under “N – Comments/Explanations.” All “NO” responses identify situations that require research or clarification since the audit trail or records could be improved upon. However, judgment should be used in answering each question since each audit trail is different. Overall, documentation shall be maintained in such detail so as to provide an audit trail that will permit tracing transactions from the invoices to the financial statements, to the accounting records, and to the supporting documentation.

COMMON AUDIT FINDINGS

1. Inadequate supporting documentation for match claimed (salaries and office space)
2. Inadequate supporting documentation maintained by County or subcontractors
3. Lack of Budget/Program modifications
4. Omission of required language in contracts.
5. Late submittal of Quarterly Invoices or Semi-Annual Progress Reports

References:

Juvenile Crime Enforcement and Accountability Challenge Grant Contract Administration Policy and Procedures Manual for Counties, (August 1997, August 1999, and May 2001 respectively)

Juvenile Crime Enforcement and Accountability Challenge Grant Audit Guide (February 1998, August 1999, and May 2001 respectively)

A. INTERNAL CONTROLS	Yes	No
1. Does the County have an organizational chart for each department involved with the grant?		
a. Accounting Department?	_____	_____
b. Auditor-Controller's Department?	_____	_____
c. Sheriff's Department?	_____	_____
d. Probation Department?	_____	_____
e. Other?	_____	_____
2. Has the County determined adequate separation of duties exist among the Accounting, Auditor-Controller's, Probation, and Sheriff's Departments?	_____	_____
a. Are transactions received, approved, and posted by more than one employee for any one transaction? (Separation of duties issue – no more than one employee many perform any of the above tasks.)	_____	_____
3. Does the County maintain duty statements for all employees involved with the grant?	_____	_____
4. Does the County maintain written internal control procedures and flowcharts for the following procedures:		
a. Grant Contract receipts and deposits?	_____	_____
b. Grant Contract disbursements?	_____	_____
c. Board invoices, including methodology of computing amount billed to Board?	_____	_____
5. Does the County have audit reports covering the County's internal control structure within the last two years?	_____	_____
a. Have the findings (if applicable) been reviewed to ensure they are not related to the grant?	_____	_____

B. GRANT CONTRACTS	Yes	No
1. Does the County have the original grant contract between the County and the Board?	_____	_____
2. Does the County ensure that staff involved with the grant read the grant contract between the County and the Board?	_____	_____
3. Does the staff involved with the grant keep a copy of the grant contract as a reference?	_____	_____
4. Did the County submit any grant contract amendments to the Board?	_____	_____
a. If so, does the County maintain copies of the grant contract amendments and adequate supporting documentation for the reason a grant contract amendment was requested?	_____	_____

B. GRANT CONTRACTS (continued)	Yes	No
5. Did the County submit any budget modifications?	_____	_____
a. If not, did the County incur any substantial changes – those items affecting the design or scope, compliance, changes to budget line items greater than 10%, or significant program components that would require a budget modification?	_____	_____
b. Has the County incurred any minor changes – those items affecting changes in personnel, dates and times of service delivery or changes to budget line items less than 10%?	_____	_____
c. If so, does the County submit the minor change modifications with the next regularly scheduled financial invoice (not required to be pre-approved by Board)?	_____	_____
d. Does the County maintain copies of the budget modifications and adequate supporting documentation to support budget modifications?	_____	_____
6. Does the County maintain or have access to the original subcontractor contracts properly executed by the appropriate parties?	_____	_____
7. Upon awarding a grant contract to a public or private contractor, does the County advise the Board of the award and supply a copy of the contract and any such information and documentation relevant to the project as requested by the Board?	_____	_____
8. Do the subcontractor contracts contain the required language (Refer to Exhibit A of grant contract)?	_____	_____
a. Maintenance of books and records?	_____	_____
b. Access to books and records?	_____	_____
c. Non-Discrimination clause?	_____	_____
d. Access to project staff and facilities?	_____	_____
e. Applicable Insurance (fire, worker's compensation, and liability)?	_____	_____

C. ACCOUNTING RECORDS	Yes	No
1. Does the County have an official project file that includes ALL the documents and correspondence related to the grant?	_____	_____
2. Has the County established separate accounts to record funds received by the County that clearly identifies they are for the grant?	_____	_____
3. Is the County required to have a Federal Single Audit conducted?	_____	_____
a. If so, does the County have copies of the Federal Single Audit Report for the last two fiscal years?	_____	_____
b. Have the findings (if applicable) been reviewed to ensure they are not related to the grant?	_____	_____

C. ACCOUNTING RECORDS (continued)	Yes	No
4. Does the County maintain a project costing system or a system that tracks all the receipts and disbursements related to a specific grant?	_____	_____
a. If so, is the system's monthly printout reviewed by program (grant) staff?	_____	_____
b. Are discrepancies (if any) investigated and resolved?	_____	_____

D. INVOICES	Yes	No
1. Does the County have copies of the reimbursement requests forwarded to the Board?	_____	_____
2. Does the County maintain adequate supporting documentation for all disbursements claimed on the Board invoices, such as vendor invoices or payroll reports and timesheets?	_____	_____
a. Can the supporting documentation be easily tied back to the Board invoices? (Are vendor invoices coded/identified by line item?)	_____	_____
b. Does each line item from the Board invoice have a supporting calculation? (Is it determinable how the number was calculated?)	_____	_____
<i>NOTE: Budget line items will be randomly selected from invoices and tested at each respective section.</i>		
3. Does the County submit quarterly financial invoices within 45 calendar days after the end of the fiscal quarter?	_____	_____
a. Are the quarterly fiscal invoices properly authorized?	_____	_____
b. Is the County requesting reimbursement for only eligible project costs? (Refer to audit guide or grant contract for eligible project costs)	_____	_____
4. Does the County submit semi-annual progress reports according to the schedule in the grant contract (every February 15 and August 15 through the life of the grant contract)?	_____	_____

E. CASH DOCUMENTS	Yes	No
1. Does the County maintain receipts documenting payments received from the Board?	_____	_____
2. Does the County maintain deposit slips to document deposit of the payments received from the Board?	_____	_____
3. Does the County deposit Board payments timely (within a week)?	_____	_____
4. Can the County provide cancelled checks or disbursement documents documenting the payments made to the vendors or employees?	_____	_____
5. Can the County provide bank statements documenting the deposit of the receipts from the Board and the vendor disbursements clearing the bank?	_____	_____

E. CASH DOCUMENTS (continued)	Yes	No
6. Can the County provide general ledgers documenting the entries for cash receipts and cash disbursements?	_____	_____

F. HARD/IN-KIND RECORDS	Yes	No
1. Is the County expending match funds for only eligible project costs? (Refer to the grant contract or audit guide for list of eligible project costs.)	_____	_____
2. Is the County expending match funds according to the schedule in the contract (33% by June 30 of each year for a three-year contract or 25% for a four-year contract)?	_____	_____
3. Does the County maintain adequate documentation to support match expenditures claimed on the Board invoices, such as vendor invoices or payroll reports and timesheets?	_____	_____
a. Can the supporting match documents be easily tied back to the Board invoices? (Are vendor invoices coded/identified by line item?)	_____	_____
b. Does each match line item from the Board invoice have supporting calculation? (Is it determinable how the number was calculated?)	_____	_____
4. Does the County maintain separate files/records for match funds?	_____	_____
a. If so, does the County files/records for the match tie back to the Board invoices?	_____	_____
5. State grant funds and matching funds can only be claimed for activities that occur on or after the Board's grant award date. If applicable, has the County ensured they have not used match funds they expended prior to the start of the grant contract?	_____	_____
6. Match funds cannot be derived from the State of California General Funds or programs supported by those funds. If applicable, has the County ensured they have not used General Funds as match?	_____	_____
7. Does the County verify that match funds are not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____

G. SALARIES AND BENEFITS	Yes	No
1. Does the County maintain payroll records for county staff involved with the JCE&ACG Contract?	_____	_____
a. Official timesheets for grant-related employees (full-time and part-time)?	_____	_____
b. Salary Rates per Personnel records for grant-related employees (full-time and part-time)?	_____	_____

G. SALARIES AND BENEFITS (continued)	Yes	No
c. Time allocation for part-time employees - actual hours worked (i.e., time logs)? (Reminder: estimates and approximate percentages are not acceptable for salaries.)	_____	_____
2. If the benefits amount is based on an allocation percentage of actual hours worked (salary calculation), is the benefits amount reasonable?	_____	_____
3. Can the supporting payroll and benefits records be easily tied back to the salaries and benefits line item on the Board invoices? (Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree salaries and benefit amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____
4. If employees authorized to work on contract is amended, are the employee revisions necessary for the direct delivery of services associated with the program?	_____	_____
5. Does the County verify that salaries and benefits are not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____
H. SERVICES AND SUPPLIES	Yes	No
1. Does the County maintain copies of approved purchase orders or approved expenditure requests?	_____	_____
2. Does the County maintain adequate proof of receipt, vendor invoices, or signed receipts?	_____	_____
3. Can the supporting service and supplies records be easily tied back to the line item on the Board invoices? (Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree services and supplies amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____
4. Does the County verify that services and supplies are not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____
I. TRAVEL/PER DIEM	Yes	No
1. Does the County maintain County Travel Policies in accordance with state grant contract guidelines?	_____	_____
2. Does the County maintain current Per Diem rates in accordance with state grant contract guidelines?	_____	_____

I. TRAVEL/PER DIEM (continued)	Yes	No
3. Does the County maintain documentation to support purpose and cost of travel associated with program? (Applies to both reimbursable costs and match costs.)	_____	_____
4. Does the County ensure they are requesting reimbursement for only in-state travel?	_____	_____
5. Can the supporting travel/per diem records be easily tied back to the line item on the Board invoices? (Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree travel/per diem amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____
6. Does the County verify that travel/per diem is not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____

J. PROFESSIONAL SERVICES	Yes	No
1. Does the County verify that the rates charged comply with the contract?	_____	_____
2. Does the County maintain evidence that the services were provided?	_____	_____
3. Can the supporting professional services records be easily tied back to the line item on the Board invoices? (Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree professional services amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____
4. Does the County verify that professional services are not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____

K. COMMUNITY-BASED ORGANIZATIONS	Yes	No
1. Does the County maintain an approved contract with the Community Based Organizations (CBOs)?	_____	_____
2. Do the rates charged by the CBO comply with the contract terms?	_____	_____
3. Does the County maintain evidence that the services were provided by the third party (CBO)?	_____	_____
4. Can the supporting CBO records be tied back to the line item on the Board invoices? (Is it determinable how the number was calculated?)	_____	_____

K. COMMUNITY-BASED ORGANIZATIONS (continued)	Yes	No
a. Randomly select an invoice and agree CBO charges billed to supporting documentation. Does amount agree with amount invoiced?		
<i>Note: The BOC contract does not require that CBOs provide the County copies of its supporting documentation. However, County is liable if proper documentation is not maintained.</i>		
5. Does the County verify that CBO charges are not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)		

L. ADMINISTRATIVE OVERHEAD	Yes	No
1. Does the County maintain supporting documentation or the calculation overview for the administrative overhead line item?		
2. If the supporting documentation is based on the allocation method, is the amount reasonable?		
3. Is the administrative overhead percentage limited to 10% of the state grant award?		
a. If the County does not claim state funds as administrative overhead, do they claim it as match?		
<i>Note: County is allowed to claim excess overhead greater than 10% as match. However, the match amounts should still be in accordance with the budget line items and be properly documented.</i>		

M. FIXED ASSETS	Yes	No
1. Does the County maintain an inventory system that tracks the fixed assets purchased with state funds?		
2. Are County fixed assets purchased necessary for the delivery of services directly associated with the program?		
3. Are the fixed assets purchased with state funds clearly labeled as state assets? (At the end of contract, the state may request the assets to be returned.)		
4. Are the fixed assets safeguarded from loss or theft?		
5. Have fixed assets in an amount over \$1,000 purchased with state funds been approved by the Board?		
a. If so, has the approval for fixed asset purchases been documented and retained by the County?		

N. COMMENTS/EXPLANATIONS
